



## Minutes

**SPECIAL CALLED MEETING OF THE  
COMMUNITY DEVELOPMENT (Type B) CORPORATION  
Wednesday, March 19, 2014 at 6:30 PM  
Cedar Park City Hall Council Chambers  
450 Cypress Creek Road, Building Four, Cedar Park, Texas 78613**

### BOARD OF DIRECTORS

- |  |  |
|--|--|
| <input type="checkbox"/> Kaden Norton, Place 1<br><input checked="" type="checkbox"/> Vice President Brian Rice, Place 5<br><input checked="" type="checkbox"/> Secretary Dustin Weibel, Place 3 | <input type="checkbox"/> President David Burger, Place 2<br><input checked="" type="checkbox"/> Corbin Van Arsdale, Place 4<br><input checked="" type="checkbox"/> Ryan Wood, Place 6<br><input checked="" type="checkbox"/> Brad Young, Place 7 |
|--|--|

- A.1 CALL TO ORDER, QUORUM DETERMINED, MEETING DECLARED OPEN  
**Vice President Rice called the meeting to order at 6:30 PM, noting that a quorum was present. Director Norton, and President Burger were absent.**
- A.2 Consider Approval of the Minutes.  
 a) February 11, 2014 Regular Called Board Meeting  
**Director Young moved to approve the minutes of the February 11, 2014 regular called board meeting. Director Van Arsdale seconded the motion and it passed with a 4-0 vote. Director Wood abstained.**
- A.3 Citizen Communications  
*(Not For Items Listed On This Agenda. Three Minutes Each. No Deliberations With 4B. The Board May Respond With Factual Information.)*  
**None**
- A.4 Board Members' Opening Comments  
**Vice President Rice told the Board about the Real Estate Council of Austin (RICA) meeting he and Director Van Arsdale recently attended. He said that the meeting was well attended and commended Phil Brewer and Mayor Mathew Powell on the great jobs the great jobs they did of showing the attendees all the exciting things going on in Cedar Park.**
- A.5 Presentations (None)
- B.0 STAFF REPORTS (DISCUSSION ONLY)**
- B.1 Finance Report – Aaron Rector, Assistant Finance Director  
 a) Monthly Report On FY 2013-2014 Revenues, Expenditures, And Fund Balance.

No report.

**C.0 PUBLIC HEARINGS (NONE)**

**D.0 DISCUSSION AND POSSIBLE ACTION**

- D.1 Consider Update On Process For Revisions To The Community Development Strategic Plan.**  
 Tourism and Community Development Manager, Duane Smith provided the Board with a list of the items the subcommittee discussed during their deliberations regarding the update to the Board's strategic plan. The list included current items on the strategic plan with some items struck out having been completed already. The list also included some items not on the current strategic plan that the subcommittee thought would possibly be good additions to the plan. This list is of course only preliminary and will likely change and become more refined after future meetings. Duane explained that a meeting to discuss this preliminary list of strategic plan items with the City Manager is in the works and urged board members to also communicate with their respective councilmembers regarding potential items to include in the Board's strategic plan.

Director Young mentioned the Cedar Park Chamber of Commerce's "City of the Future" initiative and suggested the Board get an update from the Chamber to make sure the Board's strategic goals are also well aligned with what the Chamber is doing. Duane agreed that it was a good idea to make sure that connection with the Chamber is continued and agreed to reach out to Tony Moline, Chamber President, to involve them. The Board also expressed an interest in getting some information about the Comprehensive Plan draft so that plan can also inform their deliberations regarding the Board's strategic plan.

Duane suggested that the Board might want to consider developing 1, 2, and 3 year goals since some projects will likely take longer to develop than others.

The Board also expressed an interest in prioritizing some large scale projects in 2015. Director Young said he liked the idea of having a workshop to develop the strategic plan. The Board concurred with the desire to have a workshop sometime in the coming month.

- D.2 Consider Schedule For Submission Of 2014-2015 Proposed Projects And Activities.**

- a) Consider Posting Of Project Announcement And Project Review Process.
- b) Consider Process For Budget Review And Recommendation.
- c) Consider Scheduling Subcommittee Meetings.

Duane Smith, Tourism and Community Development Manager, explained the project solicitation process. He explained that this process is typically done in spring and early summer to enable the Finance department to formulate a budget recommendation.

He explained that an announcement is typically posted on the City website on May 1<sup>st</sup>, letting people know that the Board is accepting project applications. He provided the Board with a copy of what this announcement will look like. The current schedule has the deadline to submit project recommendations as May 30<sup>th</sup>, project presentations scheduled for June 10<sup>th</sup> and a budget recommendation considered on July 10<sup>th</sup>. These dates are of course subject to Board availability.

Duane explained that subcommittees will need to meet with city departments and city management to get a good idea of what to expect in terms of project applications. All city

departments that are likely to submit projects already have an assigned subcommittee, with the exception of Planning and Parks. The Board opted to create a Parks subcommittee. The tentative members of the Parks subcommittee are Director Norton, Director Weibel and Director Wood. The Board also opted to create a Planning subcommittee. The tentative members of that committee are Vice President Rice, Director Young, and Director Norton. Both the Parks and Planning subcommittee appointments will be finalized at a future meeting.

The Board indicated that they want to make sure they communicate to departments during subcommittee meetings that we will be looking for large scale projects this year. The Board also indicated that they would like to stick with the presented timeline at this time with the potential to alter that timeline at a future meeting.

**D.3 Consider Excuse Of Absences From Community Development Board Meetings.**

a) Ryan Wood From February 11, 2014 Board Meeting.

Director Van Arsdale moved to excuse Director Ryan Wood's absence from the February 11, 2014 Board meeting. Director Young seconded the motion and it passed with a 4-0 vote. Director Wood abstained.

**E.1 LIAISON UPDATES / REPORTS – DISCUSSION ONLY**

**F.1 ADMINISTRATIVE ITEMS**

*(Board members and staff may discuss items related to the board member's general duties and responsibilities. The Board may not take a vote or other action on any item other than to obtain a consensus regarding how items are to be placed on future agendas for formal action.)*

a) Delegate Report on Council Actions Directly Related to Items Of January 23rd 2014, City Council Meeting.

Director Wood reported that the only item on the Council agenda was the Faubion Elementary sign replacement project. The project was passed as part of the consent agenda.

b) Director And Staff Comments

The Board reviewed a memo from Curt Randa, Director of Parks and Recreation, regarding the items he plans to present at the April board meeting.

b) Board Member Closing Comments

None.

d) Board Member Request For Future Agenda Items

Curt Randa, Director of Parks and Recreation will attend next meeting to make a presentation to the Board. Staff agreed to contact Tony Moline, President of the Chamber of Commerce and try to involve him in a future meeting. The Board will consider appointment for the Parks and Planning subcommittees at a future meeting. Finally, the Board will consider a strategic planning workshop Tuesday the 29 of April at 3pm.

e) Designate Representatives To Attend Council Meeting On March 27, 2014.

No items on the agenda for that meeting. Not Applicable.

Next Regular Scheduled Board Meeting Tuesday, April 8, 2014 At 6:30 P.M. In The Cedar Park Council Chambers At 450 Cypress Creek Road, Building Four.

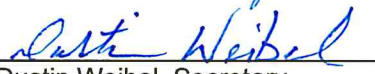
**G.1 ADJOURNMENT**

The meeting was adjourned at 7:35 PM.

PASSED AND APPROVED THIS THE 8<sup>th</sup> DAY OF APRIL, 2014.

  
\_\_\_\_\_  
David Burger, President

ATTEST:

  
\_\_\_\_\_  
Dustin Weibel, Secretary